

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Service Department]
[Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Dear Service Manager,

I am writing to schedule a service appointment for my Volkswagen [Model and Year] (VIN: [Your VIN]). I would like to address the following concerns:

1. [Briefly describe issue #1]
2. [Briefly describe issue #2]
3. [Any additional services needed, if applicable]

I am available for an appointment on [insert your preferred dates and times]. Please let me know if those times work for your schedule or if you have other available options.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,
[Your Name]